

# OFFICE/RETAIL INCOME AND EXPENSE SURVEY

## FOR THE 2014 CALENDAR YEAR

### City of Falls Church



**Return to: City of Falls Church**  
**Real Estate Assessor's Office, 104-W**  
**300 Park Avenue**  
**Falls Church, Virginia 22046-3301**

Voice: (703) 248-5107 Fax: (703) 248-5184  
 Email Address: [real-estate@fallschurchva.gov](mailto:real-estate@fallschurchva.gov)  
 On the internet: [www.fallschurchva.gov](http://www.fallschurchva.gov)

The Income and Expense information must be placed on this form. No alternative forms may be used. A detailed set of instructions is part of this survey. These instructions are provided to assist you in completing the form. If you should have any questions or need assistance, please contact our office.

<b>Debt Service Information (within last 5 years)</b>						
	Loan Amount	Loan Date	Term	Interest Rate %	Payment (P & I)	Payment Frequency (Mo. or Yr.)
<b>A</b>	1.					
	2.					
Has there been a professional appraisal on this real property in the last five years? [    ] Yes [    ] No						

<b>Certification</b>		OFFICIAL REQUEST: TITLE 58.1-3294 CODE OF VIRGINIA State law requires certification by the owner or officially authorized representative.
<b>B</b>	<i>Please print or type all information except signature.</i>	
	1. Name of management company _____	
	2. Address _____	
	3. Contact Person _____ Phone _____	
	4. Email Address _____	
	All information including the accompanying schedules and statements have been examined by me and to the best of my knowledge and belief are true, correct, and complete.	
	5. Signature (required) _____ Date _____	
6. Print name _____		
7. Title _____		

**For Office Use Only - - Do Not Write Below this Line**

	Survey Entered	Survey Verified	Survey Stabilized	Rents Entered	NBHD #	Received Date Entered	Owner Occupied
DATE							
INITIAL						Check above box if yes	Check above box if yes

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F	<b>Annual Operating Expenses</b>	
	1.	<u>Utilities</u>
		Water and Sewer _____
		Electricity _____
		Other Utilities _____
	2.	<u>Maintenance and Repair</u>
		Maintenance Payroll/Supplies _____
		HVAC Repairs _____
		Electric/Plumbing Repairs _____
		Elevator Repairs _____
		Roof Repairs _____
		Common Area / Exterior Repairs _____
		Decorating (carpet, paint, etc.) _____
		Other Repairs / Maintenance (specify) _____
	3.	<u>Management and Administrative</u>
		Management Fees _____
		Other Administrative/Payroll _____
	4.	<u>Services</u>
		Janitorial/Cleaning _____
	Landscape (grounds maintenance) _____	
	Trash _____	
	Security _____	
	Window Cleaning _____	
	Snow Removal _____	
	Other Services (specify) _____	
5.	<u>Insurance and Taxes</u>	
	Insurance (one year) _____	
	Other Taxes, Fees, HOA: (Do not include Real Estate Taxes) _____	
	<b>Total Operating Expenses</b> _____	
G	<b>NET OPERATING INCOME</b>	
	Total Actual Income less Total Expenses before Real Estate Taxes _____	
H	<b>REAL ESTATE TAXES</b> _____	

## OFFICE/RETAIL PROPERTY

## TENANT/SPACE INVENTORY AS OF JANUARY 1, 2015

1. Tenant Name and Address/Suite Number. Include Vacant Spaces (If Lease <u>Is Not</u> Full Service Place Asterisk Adjacent To It)	2. Amount of Floor Space Leased	3. Lease Dates Mo/Day/Yr to Mo/Day/Yr	RENT		6. Rent Escalations % Fixed or CPI Factor	ADDITIONAL AMOUNTS					ADJUSTMENTS		
			4. Original Annual Base Rent Amount	5. Current Annual Rent Amount		7. Overage or % Rent (If Any)	EXPENSE REIMBURSEMENTS AND PASS THROUGHS				12. Mo. Free Rent	13. Total Leasing Commission	14. Landlord Paid Build Out Costs
							8. Expense Stop (\$)	9. Amount Paid in Excess of Expense Stop	10. Common Area Maintenance	11. R. E. Taxes (If Separate)			

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